

Date: September 30, 2010

Code: TECHNICAL LETTER
HR/Salary 2010-21
CSULA Only

To: Human Resources Director
Payroll Manager

Reference: HR 2010-13

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: Implementation of English Language Program Bargaining Unit 13 at California State University, Los Angeles

Overview

Audience: Human Resources Director, Campus Payroll Manager and/or campus designees responsible for employee payroll processing at the Los Angeles campus

Action Item: Implement English Language Program Bargaining Unit 13

Affected Employee Group(s)/Unit(s): Employees transitioning to Unit 13 classifications

Summary

This technical letter addresses timelines and information items pertinent to implementing the new employee group "English Language Program," Bargaining Unit 13, at the Los Angeles campus. Campus designees with responsibility for implementing this new Unit should review the remainder of this letter for detailed information.

Transition Implementation Information:

➤ **Classifications**

Employees working in the English Language Program in the Division of Extended Education at the California State University, Los Angeles campus shall be appointed in designated Unit 13 classifications. The classifications are effective in the CSU Pay Scales September 1, 2010:

Classification Code:	1350
Classification Name:	English Language Program Instructor
Range 1: Step Rate (Exempt):	Step rate * time base = salary rate
Range 2: Step Rate (Non-Exempt):	Step rate * time base = salary rate

Classification Code:	1360
Classification Name:	English Language Program Substitute Instructor
Hourly Rate:	\$23.00 to \$38.00/hour

Distribution:

Chancellor
Dr. James M. Rosser, President, CSULA
Vice President Administration, CSULA
Benefits Representative, CSULA

Budget Officer, CSULA
Employee Relations Designees, CSULA

➤ **Appointments**

- Effective with the term commencing September 21, 2010, appointments will be structured in the employment history database as a rostered temporary appointment with an appointment expiration date and time base. Substitute ELP Instructors must be processed as hourly intermittent.
 - PIMS: A52 transaction, Oracle/PeopleSoft (PS): HIRE/APT or REH/REH
 - PIMS: Item 416, PS: Expected End Date
 - PIMS: Item 405, PS: FTE

- Exempt ELP Instructors teach three (3) to six (6) courses per term and shall be paid as noted below for the term, pro rata if for less than the full term:

Teaching Schedule: Number of courses	Effective January 1, 2010	Effective January 1, 2011
Three (3)	\$6,450	\$6,900
Four (4)	\$8,600	\$9,200
Five (5)	\$10,750	\$11,500
Six (6)	\$12,900	\$13,800

- Non-exempt ELP Instructors teach one (1) or two (2) courses per term and shall be paid as noted below for the term, pro rata if for less than the full term:

Teaching Schedule: Number of courses	Effective January 1, 2010	Effective January 1, 2011
One (1)	\$2,150	\$2,300
Two (2)	\$4,300	\$4,600

- If not otherwise a qualified member of CalPERS, ELP Instructors and Substitute Instructors will be included in the Part-Time, Seasonal and Temporary (PST) Retirement Program:
 - PIMS: Item 505 = "TM" if not otherwise "08"
 - PS: Retirement Code = "TM" if not otherwise "08"

- Each appointment must be separated (PIMS S31 transaction) at the end of each term.
 - PIMS: S31 transaction, PS: TER/END

- Additional employment policy requirements are applicable to Unit 13 employees with concurrent CSU employment. Refer to HR Letter 2002-05. <http://www.calstate.edu/HRAdm/Policies/HR2002-05.pdf>.

- Personal Time Off (PTO), pursuant to Article 14 of the Agreement, will be tracked manually by the campus. If PTO time is not used by the end of the term, the salary equivalent will be incorporated into Final Settlement pay (PIMS Item 810).

➤ **Salary:**

*Step rate * time base = salary rate.* The monthly salary rate is derived by multiplying the step rate by the appropriate time base fraction. The time base, or full time equivalency (FTE), is established based upon the number of classes taught. All classes are based upon a five (5) day workweek. The salary rate is paid pro rata based upon the number of days in the respective state pay period over the course of the term. Final Settlement pay will be based upon the session rate for the term less the compensation paid through master payroll warrants issued over the course of the term. Due to a system audit, Final Settlement pay must be sent to the State Controller's Office (SCO) for processing.

Example:

Step Rate: \$6689

Classification: ELP Instructor, Range 1 (Exempt)

Effective Date of Term: September 21, 2010 to December 3, 2010

# of Classes	Term Amount	Time base Fraction	FTE	Pay Period	Payments
4	\$8600	01/02	.5	September	1216.18
				October	3344.50
				November	3344.50
				December	304.05
				Final Settlement	390.77
				TOTAL:	8600.00

Step Rate: \$6689

Classification: ELP Instructor, Range 2 (Non-exempt)

Effective Date of Term: September 21, 2010 to December 3, 2010

# of Classes	Term Amount	Time base Fraction	FTE	Pay Period	Payments
1	\$2150	01/08	.125	September	304.05
				October	836.13
				November	836.13
				December	76.01
				Final Settlement	97.68
				TOTAL:	2150.00

Special Note: The system-driven hourly rate of pay equivalency is \$39.81/hour. For the non-exempt ELP Instructor reconciliation may be required at the end of the session if an employee works more or less than the scheduled number of hours for the term.

Processing the January 1, 2010 Retroactive Salary Increase: Employees in the English Language Program on or after January 1, 2010, will receive a retroactive salary increase based upon the number of courses taught and the rate of pay for the term as noted above. This will require a correction to Special Payment (A54) transactions processed for each affected term prior to September 21, 2010. For each term that an increase is due, enter the new rate in PIMS Item 365 and the new amount (which is computed by base * rate), and the system will process the adjustment. In Employment History Remarks (PIMS Item 215), indicate "Per Article 20."

Special payment transaction corrections: PIMS: A54C, PS: DATA/COR

Employment History Remarks: PIMS: Item 215, PS: Empl History Remarks

Special Pay/Base Rate/Amount Due: PIMS Item 365, PS: Comp Rate

Signing Bonus: Each Exempt or Non-Exempt ELP Instructor teaching during the term commencing September 21, 2010, plus any Exempt or non-Exempt ELP Instructor who is not teaching during the current term but who taught two (2) of the prior four (4) terms will receive a signing bonus of two hundred dollars (\$200). The bonus is payable via Earnings ID "GV." Pursuant to the Agreement, the bonus must be paid within sixty (60) days from ratification, i.e., by November 21, 2010.

The following processing instructions are provided in Attachment A:

⇒ Bonus/Additional Pay Programs I – One-Time \$200 Signing Bonus

➤ **Professional Development Allowance:**

ELP Instructors shall be eligible to be reimbursed (through the accounts payable process) up to \$100 per session for the cost of professional development activities (e.g., attending seminars, workshops or conferences) or for the purchase of relevant books and materials.

➤ **Holiday, Leave of Absence, and Benefit Programs**

The following provides a list of leave and benefit programs available to eligible Unit 13 employees:

Holidays and Leaves of Absence with Pay (Article 14)	
Program	Description
Absence as a Witness	ELP Instructors absent as a court-subpoenaed witness or expert witness in the interest of the CSU shall be paid the normal salary for the corresponding period of absence.
Bereavement/Funeral Leave	For each death of an immediate family member, the ELP Instructor shall be granted three (3) days leave with pay. Substitute ELP Instructors are not eligible for Bereavement Leave.
Holidays	ELP Instructors will receive regular pay for any holiday falling on a day the ELP Instructor was scheduled to teach, but classes were not scheduled due to the holiday. Holiday provisions are not applicable to Substitute ELP Instructors.
Jury Duty	ELP Instructors shall receive his/her salary only if he/she remits the amount received for such jury duty, or certificate of completion, as appropriate. Payment for travel expenses and subsistence need not be remitted.
Leave to Vote	ELP Instructors who would otherwise be unable to vote outside of his/her regular working hours may be granted up to two (2) hours of work time without loss of pay to vote at a general, direct primary, special, or presidential primary election.
Military Leave	Emergency, temporary, and indefinite military leaves shall be granted to eligible ELP Instructors in accordance with state and federal laws.
Organ Donor and Bone Marrow Leave	Employees who have exhausted all available Personal Time Off (PTO) leave are eligible for leaves of absence with pay based upon the respective provision for the Organ Donor or Bone Marrow donation.
Personal Time Off	ELP Instructors shall receive one (1) day of Personal Time Off (PTO) per term, which if unused, is paid out at the end of the term. Substitute ELP Instructors will not receive PTO.

Leaves of Absence Without Pay (Article 28)	
Family and Medical Leave and Pregnancy Disability Leave	ELP Instructors with at least twelve (12) months of service are entitled to family and medical leave without pay.

Benefits (Article 21)		
Program	SCO Codes	Description
Dental	--	Not eligible
Disability (NDI, LTD, IDL)	--	Not eligible
Employee Assistance Programs	--	Applicable
Health Care and Dependent Care Reimbursement Accounts	--	Not eligible
Life/AD&D Insurance	--	Not eligible
Medical	--	Not eligible
Parking Fees	Deduction Code: Varies	Applicable
Public Transportation Incentives	--	Applicable
Retirement Plan	PIMS Item 505 = TM	If not otherwise a qualified member of CalPERS, ELP Instructors will be included in the Part-Time, Seasonal and Temporary (PST) Retirement Program.
Supplemental Retirement Program	Deduction Code: Varies	Voluntary Retirement Savings Plan Not eligible for 457, 401(k) plans if enrolled in PST Retirement plan
Tax Sheltered Annuity	Deduction Code: Varies	Voluntary Retirement Savings Plan 403(b) - Applicable
Travel Reimbursement	--	Applicable
Unemployment	--	Applicable
Vision	--	Not eligible
Voluntary Life Insurance	--	Not eligible
Workers Compensation (TD)	--	Applicable

If you have any questions, please call Systemwide Human Resources Management at (562) 951-4411. This Technical Letter also is available on the Human Resources Management's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

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BONUS/ADDITIONAL PAY PROGRAMS

I – One-Time \$200 Signing Bonus

PIP PROCESSING INFORMATION:	
Processing Responsibility:	Campus – for rostered appointments SCO – for prior non-rostered appointments, will be paid out of the Special Payment (A54) position
Processing Date(s):	Must be paid by 11/21/10
Earnings ID:	GV (PS: GV)
Amount:	\$200
Subject to Retirement Withholdings:	No
Taxable/Reportable:	Yes
Subject to Medicare/Social Security:	Yes
Included in Calculation for Overtime:	N/A
Included in the Calculation for NDI/IDL Payments:	No
Additional Information:	Each Exempt or Non-Exempt ELP Instructor teaching during the term commencing September 21, 2010, plus any Exempt or non-Exempt ELP Instructor who is not teaching during the current term but who taught two (2) of the prior four (4) terms will receive a signing bonus.